UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.11*
13 December 1972

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

PRINCIPLES GOVERNING UNITED NATIONS DEPOSITORY LIBRARIES

I. GENERAL

1. In order to make its documents and publications freely available throughout the world, the United Nations maintains a system of depository libraries to which they are sent without charge under the conditions of deposit outlined in section IV below.

II. AUTHORITY TO DESIGNATE DEPOSITORY LIBRARIES

2. The designation of depository libraries is the responsibility of the Publications Board, acting on the advice of the Director of the Dag Hammarskjöld Library at Headquarters. In making a decision the Board shall take into account the views of the country concerned and those of any interested departments or offices of the United Nations Secretariat.

3. All correspondence with depository libraries shall be conducted by the Director of the Dag Hammarskjöld Library at Headquarters. It shall be the responsibility of the Director to keep the Publications Board, the Library of the United Nations Office at Geneva and other departments and offices of the Secretariat that may be concerned informed of this correspondence.

III. ELIGIBILITY

4. Each Member State shall be entitled to one depository library. Depository libraries may also be designated in States that are not Members, as well as in Trust or Non-Self-Governing Territories.

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* This instruction supersedes document ST/PB/4/Rev.2 of 13 December 1967.

5. Additional depositories may be designated. In the selection, consideration shall be given to the expected use to be made of the documents and publications, the evidence of interest and need, the degree of development of institutions of higher learning and of libraries, the area and population and the over-all geographical distribution of the depository libraries in the countries concerned.

IV. CONDITIONS OF DEPOSIT

6. All designated depository libraries are expected to place the material received in the care of qualified library staff, to keep it in good order and to make it accessible to the public, free of charge, at reasonable hours. They are also expected to make deposited items available through interlibrary loan or in photocopy to users within their area who cannot easily visit the depository library concerned.

7. Depository libraries are also expected, upon request of the Dag Hammarskjöld Library at Headquarters, to supply to it publications they normally distribute free of charge or on exchange and to provide bibliographical assistance and similar special services within the limits of their ability.

8. The United Nations may inquire into the observance of the conditions of deposit by questionnaires or by visits and may report complaints received to the depository libraries concerned. United Nations information centres have been requested to arrange, as convenient, visits of inspection to the depository libraries in their respective areas of operation. The Publications Board reserves the right, when evidence is presented that the conditions of deposit are not being satisfactorily met, to withdraw depository status or transfer it to another library in the same area.

V. EXTENT OF DEPOSITED MATERIAL

9. All depository libraries shall receive automatically, according to their needs, all publications offered for sale and public information material distributed free, if available in the official language of their choice.

10. Those depository libraries that are able, in the opinion of the Publications Board, to handle a larger volume of material shall receive in addition all other generally distributed documents and publications of the United Nations, whether reproduced by printing, offset or mimeograph, if available in the official language of their choice.

11. Depository libraries that provide appropriate viewing facilities may receive microform editions of publications and documents at the same nominal cost as is charged to Governments and organizations in the United Nations system.

VI. IMPLEMENTATION

12. Detailed instructions on the implementation of these principles are issued in a separate document under the symbol ST/LIB/13/Rev.2.

13. Distribution of documents to all depository libraries shall be made by the Distribution Section of the Publishing Service at Headquarters and by the Distribution and Sales Section of the United Nations Office at Geneva. The regional economic commissions shall distribute their own documents to depository libraries in their respective regions. The Office of Public Information shall arrange for distribution of material issued by information centres to depository libraries in their respective areas of operation.

14. Claims for material not received in due course shall be submitted by depository libraries in accordance with instructions and on the forms provided for the purpose by the United Nations.